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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief/PPS/OTR

DATE: 3 February 1961

FROM : Chief/RTB/AES/OTR

SUBJECT: AES Participation in a Review of Agency Clerical Usage

1. One recommendation made by the Inspector General, as a result of his survey of Agency training, is a review of "clerical usage," with a view to developing a "more effective system." This review is to be made by "the Directors of Personnel and Training together with representatives from operating components."

2. As you know, AES provides extensive services to the Office of Personnel in the testing of clerical applicants and new clerical employees. The testing of applicants is quite short and intended solely for rather coarse screening. The testing of clerical employees at the time of EOD is more extensive, requiring about two hours, covers a greater variety of skills than the applicant testing, and is presumably a useful tool in effecting optimum placement of clerical employees.

3. It is our understanding from the persons responsible for clerical recruitment, selection, and placement that our testing is serving its purposes well. Nevertheless, as part of the review recommended by the Inspector General it would seem very pertinent to make a more rigorous examination of how well the testing is serving its purposes and whether it could serve the purposes better. We would welcome the opportunity for such an examination and would be most interested in contributing our efforts to it.

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Shown to Mr. Echols 7 Mar 61. Agreed to delay action until DCI acted on IG's report on training and at that point, assuming recommendation re survey of clerical usage would be approved, to undertake as a project and invite A&E participation.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/RTB/AES/OTR
Rm. 1331, R&S Bldg.

NO.

DATE

3 February 1961

TO: (Officer designation, room number, and building)

DATE

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OFFICER'S
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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief/AES

2. Chief/PPS/OTR

Rm. 17

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DOTR

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2-4: I assume that AES/TR is in close touch with the O/Personnel in this matter. A survey could be made to check on the surveying, but I should think that this is really not necessary. What is necessary, is that we provide training to those clericals who show up with weaknesses in clerical skills, and that O/Pers not release them until they are tested as ready to go to work.

I don't feel that A+2 staff should begin this research unless called for by O/PER. Other problems on A+2 are in the assessment field and available personnel should be directed to meet these needs.